

UW HEALTH JOB DESCRIPTION

SENIOR BENEFITS ANALYST

Job Code: 350093	FLSA Status: Exempt	Mgt. Approval: L. Wolfe	Date: March 2023
Department: HR - Benefits		HR Approval: S. Whitlock	Date: March 2023

JOB SUMMARY

The Senior Benefits Analyst will serve in an informal leadership capacity in the UW Health benefits team. The Senior Benefits Analyst will be responsible for training and mentoring benefit team members, leading large scale, complex project teams, coordinating and assigning workload of team members. The Senior Benefits Analyst is responsible for documenting process changes and leading process improvement initiatives.

In addition to the incumbent's leadership responsibilities, the Senior Benefits Analyst assists with the development, implementation and administration of UW Health's total rewards programs with an emphasis on benefit areas. The analyst develops plan materials, leads projects, and monitors market trends to ensure program effectiveness. The role designs and executes solutions based on business goals and strategy and administers system-wide benefit programs. Identifies and implements opportunities for plan improvements to benefit programs based on market analysis to ensure external competitiveness.

The analyst provides strategic guidance and direction to physicians, leaders, employees, retirees, and human resource staff on the system-wide benefit programs. In addition, the analyst works with Payroll, Recruitment, HR Service Center, HRIS, Information Systems and Finance to implement and communicate various benefit data and changes along with answering general and complex questions.

MAJOR RESPONSIBILITIES

The Senior Benefits Analyst is responsible for all aspects of the following responsibilities as well as guiding other employees who may be performing these duties. Senior level projects are defined by a substantial level of scope and complexity and incumbents typically simultaneously lead multiple projects to completion.

Work Lane Support

- Calculates employee benefit coverage for profit sharing/pension benefits, retirement savings plans, disability plans, group medical, dental, life insurance as well as other employee benefit programs. Creates statistical reports and analysis capturing data useful to management decision making.
- Calculates defined benefit and defined contribution plan monthly benefits for active employees and terminated vested employees and counsels them regarding benefit options.
- Identifies and implements opportunities for plan improvements based on market analysis to ensure a competitive fringe benefit package. Conducts, participates in, and analyzes local and national benefit surveys to identify trends, opportunities for improvement, and to ensure benefit package competitiveness.
- Reviews and analyzes employee/physician benefit plans to ensure compliance with federal and state regulations. Scrutinizes proposed changes with actuaries, attorneys and consultants; and assists in implementing approved changes.
- Participates in the development of plan descriptions, handbooks, and training programs to provide management and employees with information necessary to understand their benefit programs.
- Prepares reports and forms to ensure UW Health's compliance with the Employee Retirement Income and Security Act (ERISA), which includes preparation of 5500's and summary annual reports. Also gathers the data required for the vendors to prepare annual non-discrimination testing; analyzes results for accuracy and assists in corrective action if needed.
- Assembles documentation to assist in calculating annual budget, enhance effectiveness of programs, control costs and ensure adherence to legal and regulatory standards.
- Investigates and analyzes existing benefit programs of proposed and newly acquired affiliates to determine comparability with existing UW Health benefits.
- Assists in finding opportunities to control benefit costs through the negotiation of benefit contract terms, the competitive bid process, and ensuring the existence of effective and efficient administration.
- May serve as a resource and mentor to other staff on problem solving routine to complex issues related to program policies and procedures.

Project Management

- Serve as lead Analyst on medium to large scale projects as designated by management, manage projects directly related to benefit programs and/or participate as a team member on other large projects as designated.

UW HEALTH JOB DESCRIPTION

Leadership

- Participate in interviews, selection, orientation and training of new employees
- Serve as a mentor to other Benefit Analysts and Specialists.
- Function as a resource for staff on department policies and procedures
- Serve as back up for leader when necessary for Benefit team
- Work with leader to achieve strategic plans, goals, and objectives of the organization and department
- Assist in evaluating and making recommendations on appropriate staffing levels based on workflow, projects and objectives

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	Bachelor's Degree in Human Resource Management or related field. Equivalent experience will be considered in lieu of degree.
	Preferred	
Work Experience	Minimum	Four (4) years' experience with analytical processes with knowledge of Compensation and/or Benefit programs.
	Preferred	Four (4) years of experience in benefit administration that includes experience in administering and participating in implementing benefit programs, developing plan materials, and identifying/implementing opportunities to improve benefit plans and related costs.
Licenses & Certifications	Minimum	None
	Preferred	Certified Employee Benefits (CEBS), Professional Human Resource Certificate (PHR), or Senior Professional Human Resource Certificate (SPHR)
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Must be detail oriented with strong organizational skills and the ability to think strategically. • Demonstrated knowledge and understanding of laws and regulations that impact employee benefits (e.g. ERISA, COBRA, ACA, IRS and DOL requirements). • Advanced knowledge of statistical methods, data analysis and presentation. • Proficiency in using various applications that include human capital management system, and Microsoft Office Suite. • Ability work independently and in a team environment. • Demonstrated ability to lead projects that includes planning the life cycle of the project and identifying key project activities. Proven ability to develop sound proposals and successfully implement programs. • Demonstrated ability to develop accurate and clear communications that appropriately communicates programs and projects to all levels from physicians and executives to staff employees. • Strong written and verbal communication skills and the ability to communicate effectively.

AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

<input type="checkbox"/>	Infants (Birth – 11 months)	<input type="checkbox"/>	Adolescent (13 – 19 years)
<input type="checkbox"/>	Toddlers (1 – 3 years)	<input type="checkbox"/>	Young Adult (20 – 40 years)
<input type="checkbox"/>	Preschool (4 – 5 years)	<input type="checkbox"/>	Middle Adult (41 – 65 years)
<input type="checkbox"/>	School Age (6 – 12 years)	<input type="checkbox"/>	Older Adult (Over 65 years)

JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

UW HEALTH JOB DESCRIPTION

Physical Demand Level		Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
x	Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
	Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
	Medium: Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
Other - list any other physical requirements or bona fide occupational qualifications not indicated above:				

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.